

MASSACHUSETTS EARLY INTERVENTION FOCUSED MONITORING

Pre-Onsite Visit Data Collection

Service Coordination Indicator

Example Site Visit Scheduled for March 2006

<i>INFORMATION</i>	<i>TIMEFRAME</i>	<i>SOURCE</i>
Copy of program process of how a specific service coordinator, both initially and a times of change, is matched with a family	Most current	EIP
Copy of any information (beyond the parent handbook) given to families regarding service coordination (what to expect, etc)	Most current	EIP
Copy of any written tools service coordinators use to understand child and family daily routines	Most current	EIP
Copy of any written tools service coordinators use to understand and identify community options	Most current	EIP
Corrective action plans and responses relative to service coordination	Most recent monitoring report	Off Site Team Facilitator
Annual Report/Self-Assessment	Most recent	Off Site Team Facilitator
Formal and informal complaint data relative to service coordination	March 2005-February 2006	Office of Procedural Safeguards/Mary Dennehy-Colorusso
Service Coordinator Job Description and Expectations for part-time and contracted service coordinator staff	Most current	EIP
Variety of settings for services to individual children and families	August 2005-January 2006	Service Delivery Report/Steve McCourt

List of resources available at program to support service coordinators (community mapping, CHNA documents, resource book or drawer, etc)	Most current	EIP
Copy of parent handbook	Most current	EIP
Names of staff who have attended Service Coordination workshop	All available	EITC
Name and credentials and CEIS status and contact information of all Service Coordinators	Most current	EIP
Copies of service coordination questions and responses on family survey by DPH	Most current	PLP
Copies of any service coordination questions and responses on survey by agency/program	Most current	EIP
Titles, dates, trainers, participants, and handouts from service coordination workshops, inservices, trainings, etc.	March 2005-February 2006	EIP
Name and date of hire of staff not yet attended Building a Community-I	Most current	EIP
Name and date of hire of staff not yet attended Building a Community-II	Most current	EIP
Orientation and Supervision plans for service coordinators	Most current	EIP
Schedule of staff meetings, team meetings, etc.	Most current	EIP
Copy of policy to ensure service coordinators are familiar with EIOS	Most current	EIP
Copy of policy to ensure service coordinators are familiar with Due Process/Procedural Safeguards/Family Rights	Most current	EIP

Written plan regarding outreach for family participation in focused monitoring session.	Current	EIP
Percentage of children who have a service coordinator assigned at initial IFSP	August 2005-January 2006	EIIS/Jean Shimer
Completed enclosed service coordinator caseload list for each service coordinator	Most current	EIP